



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

January 2, 2004

Honorable Duncan Hunter
Chairman
House Armed Services Committee
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

Enclosed is a copy of the charter renewing the Defense Business Board (formerly known as the Defense Business Practice Implementation Board), which is being filed with you in accordance with P.L. 92-463, the "Federal Advisory Committee Act."

Copies of this charter are also being filed with the Senate Committee on Armed Services and the Library of Congress.

Sincerely,

A handwritten signature in cursive script, reading "Jennifer S. Spaeth", is written over a printed name.

Jennifer S. Spaeth
DoD Committee Management Officer

Enclosure

VIII. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The DBB shall meet quarterly and at such other times as may be called by the Chairman. The Board's ad hoc Task Forces shall establish regular meeting schedules as necessary to complete the directed Terms of Reference tasking.

IX. ESTIMATED COSTS AND FTE USAGE

Staff for the DBB will be 3 FTEs. Estimated travel budget: \$80,000. Estimated contract support: \$500,000.

X. COMMITTEE'S TERMINATION DATE:

The DBB shall terminate 2 years from the date the charter is filed or when its mission has been completed, whichever is sooner or unless the Board is continued by the Secretary of Defense.

XI. DATE CHARTER IS FILED:

JAN 02 2004

DEFENSE BUSINESS BOARD CHARTER

I. OFFICIAL DESIGNATION

Defense Business Board (formerly known as Defense Business Practice Implementation Board)

II. OBJECTIVES AND SCOPE

The Defense Business Board (DBB) will be composed of senior executives drawn from the business community to make recommendations to the Senior Executive Council (SEC) on effective strategies for implementation of best business practices of interest to the Department of Defense.

III. MEMBERS AND COMMITTEE OFFICERS

A. Board membership shall consist of 20 members. In addition, the chairpersons of the public advisory bodies listed below shall be designated as Members Ex Officio of the board. Consultants with special expertise may also be designated to assist the Board on an ad hoc basis to carry out the responsibilities of the Board. All members and consultants to the Board will serve as Special Government Employees of the Department of Defense.

B. The Secretary of Defense shall appoint the members and Chairman of the Board. The DBB Chairman will be appointed to a 2-year term and may be reappointed for an additional 2-year term.

1. The members of the Board will be selected on the basis of their preeminence in the fields of management, production, logistics, personnel leadership and the defense industrial base. Appointments will normally be staggered among the Board membership to ensure an orderly turnover in the Board's overall composition on a periodic basis.
2. Ad hoc consultants, referred to as Consultants to the Board, may be approved by the Secretary of Defense for their special expertise to support Task Forces of the Board on a temporary basis, on specific subjects as requested. Consultants to the Board will normally serve for the duration of the Task Force for which they have been designated.
3. The Chairpersons of each of the following public advisory bodies to the Department of Defense are designated as Members Ex Officio:
 - a. Defense Policy Board
 - b. Defense Science Board

IV. PERIOD OF TIME NECESSARY

The need for this advisory function is on a continuing basis. However, it is subject to renewal every 2 years.

V. AGENCY OR OFFICIAL TO WHOM COMMITTEE REPORTS

The Defense Business Board reports to Senior Executive Council (SEC) through the Under Secretary of Defense (Comptroller).

VI. AGENCY PROVIDING SUPPORT

The Under Secretary of Defense (Comptroller) shall provide an Executive Director and the necessary support staff to manage the day-to-day operations of the Board and its ad hoc Task Forces. The Executive Director shall serve as the "Designated Federal Officer" when the entire DBB meets. The Executive Director shall be responsible to the Secretary of Defense for the proper functioning of the Board in accordance with Public Law 92-463, as amended, Executive Order 12024, and implementing General Services Administration and DoD regulations for Federal Advisory Committees. The Executive Director shall have specific authority to adjourn any meeting of the Board or its Task Forces that is not considered to be in the public interest.

VII. DESCRIPTION OF DUTIES

A. The mission of the Board is to make recommendations to the SEC on strategies for implementing best business practices of interest to the Department of Defense. The Board will examine and advise on matters relating to management, acquisition, production, logistics, personnel leadership, and the defense industrial base.

B. The Board is not established to advise on individual procurements. No matter shall be assigned to the Board for consideration that would require any Member of the Board to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a "procurement officials," as that term is defined pursuant to law.

C. The procedures for developing the advice and findings of the Board shall be as flexible as is consistent with its defined purpose. The Board will work through the Board Chairman, with tasking from the Secretary of Defense, by establishing ad hoc Task Forces to review and advise on issues that arise. Task Forces will normally be established for a length of time, subject to extension, when necessary, to complete assigned tasks. The DBB Secretariat may employ, through an activity of the Department of Defense (DoD) with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support. Upon completion of each study, the Task Force shall present its findings and recommendations to the Board Chairman. Upon approval of the Chairman, the report will be forwarded to the Senior Executive Council.